



JOB OPPORTUNITY BULLETIN

CLASSIFICATION:	Energy Commission Specialist II (EFF)
TENURE:	Permanent
TIME BASE:	Full Time
SALARY:	\$5,741.00 - \$7,134.00
LOCATION:	Efficiency Division, Building Standards Office
FINAL FILING DATE:	Until Filled

The Building Standards Office is responsible for the development of the Residential and Nonresidential Building Standards for newly constructed buildings and additions and alterations to existing buildings. If you are interested in using your knowledge and abilities to further construction practice in California to achieve the State's goal of Zero Net Energy newly constructed residential buildings by 2020 and nonresidential buildings by 2030 this is the job for you. This job opportunity is perfect for individuals interested in building performance computer modeling; energy efficiency measure cost-effectiveness; building practice changes needed to achieve Zero Net Energy construction; stakeholder engagement; and working with a team of highly motivated and knowledgeable building energy efficiency professionals.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>.

DUTIES/RESPONSIBILITIES:

- Act as the lead or prime resource subject-matter expert in energy efficiency financing, the purchase and rental process, affordable and multifamily housing, nonresidential spaces used by small businesses and startups, and the effects of upgrades to new and existing buildings to support the development and implementation of the Building and Appliance Energy Efficiency Standards, including standards implemented through SB 350 guidelines, AB 802 existing building actions, and other programs. Develop partnerships with professional and trade organizations related to developing building energy efficiency standards and compliance tools, guidelines and training material content. Responsibilities include the development of these subject matters in both mandatory and reach standards including the most complex issues facing the delivery of the comprehensive programs through the requirements of SB 350 and the implementation of AB 802. Maintain ongoing Commission expertise in energy efficiency and renewable energy costs, financing, program applications and research including serving as a Commission liaison between other government agencies and private sector organizations. Assist in developing, and provide programmatic support for, updates to CBECC public domain building modeling software necessary to accurately model the effects of energy efficiency upgrades in existing buildings.
- As prime resource subject matter expert develop guideline and compliance manual information and training material content to assist the industry in complying with standards for new and existing buildings. Develop and maintain relationships with affordable and multifamily housing and related programs and standards, all portions of the industry involved in these programs, including CPUC staff and utilities, local governments, HERS providers and industry practitioners. Maintain an awareness of how EE Standards compliance tool, guidelines and training material development efforts of these groups to ensure they effectively support the State's mandatory and reach Standards, in particular as these standards apply to existing buildings and retrofit/alteration projects.



JOB OPPORTUNITY BULLETIN

- Provide energy efficiency financing and strategic financing program planning support on issues related to the Buildings and Appliances Standards, AB 802 and SB 350 programs, and respond to requests for assistance and information from project proponents and others interested in energy efficiency financing policy, programs and technologies.
- Present conclusions and recommendations and advise the Commission, governmental agencies, and others on subject matter issues. Testify on request at Commission hearings or on behalf of the Commission before regulatory bodies on issues associated with the subject matter.
- Perform other related duties as required consistent with the specification of the Energy Commission Specialist II classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Knowledge of the Building Energy Efficiency Standards for Residential and Nonresidential Buildings;
- Demonstrated ability to use a variety of analytical and research techniques to assist in evaluating and quantifying the effect of building energy efficiency measures, assist in resolving energy efficiency problems, and develop and evaluate alternatives;
- Demonstrated ability of completed staff work;
- Knowledge of project management;
- Ability to communicate ideas effectively; and
- Strong written and verbal communication skills.

PLEASE NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA / SURPLUS / REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature to the address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reemployment, reinstatement, etc.), RPA #430-156 and position number 430-4936-012 in the "Explanation Section" of the STD. 678.** Will consider a Training and Development (T&D) Assignment. Applications will be screened for experience and only the most qualified will be contacted for an interview.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #430-156
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

JOB OPPORTUNITY BULLETIN GUIDELINES

The Job Opportunity Bulletin must be completed in the order of statements. Below is an explanation of each statement and whether or not it is optional or required.

RECRUITMENT IS LIMITED TO EMPLOYEES OF THE CALIFORNIA ENERGY COMMISSION [OPTIONAL]. When the Commission is in a hiring freeze, all JOBs must include this statement. If, during a hiring freeze, the unit wishes external recruitment, approval to do so must be obtained in advance from the Executive Management Team.

CLASSIFICATION [REQUIRED]. Provide the full, civil service title of the position, spelling out the parenthetical if applicable (e.g., Associate Energy Specialist (Forecasting)).

TENURE [REQUIRED]. Provide either: Permanent, Limited-Term (include number of months) or Temporary (include number of months).

TENURE MAY BECOME PERMANENT IF THE CIRCUMSTANCES WHICH NECESSITATED THAT THE POSITION BE FILLED ON A LIMITED-TERM BASIS CHANGE AT A LATER DATE [OPTIONAL]. When circumstances necessitate a limited-term appointment, the originating unit may include this statement. However, please discuss the circumstances with your Personnel Analyst before including it on the J.O.B.

TIME BASE [REQUIRED]. Provide either: Full-time, Part-time (include fraction) or Intermittent (include number of anticipated monthly hours).

Will consider appointments less than full time [OPTIONAL]. If the originating unit will consider appointments to a time base less than the position's time base, this statement should be included on the JOB.

SALARY [REQUIRED]. Provide the salary range. Provide each range if there is more than one.

LOCATION [REQUIRED]. Provide only the office name and/or division name, and Sacramento, California.

FINAL FILING DATE [REQUIRED]. Leave blank. The final filing date will be determined by the Personnel Analyst.

DUTIES/RESPONSIBILITIES [REQUIRED]. Briefly describe the primary duties of the position (from the duty statement).

DESIRABLE EXPERIENCE/QUALIFICATIONS [REQUIRED]. Begin this section of the JOB with "The successful applicant should have," and briefly list the desirable, but not required, qualifications.

WHO MAY APPLY [REQUIRED]. Use the language provided. Also if the position is a Bargaining Unit 2 or Bargaining Unit 9 classification, add "This position is subject to the "Super SROA" provisions of the State Restriction of Appointment (SROA) process."

[For Energy Analyst positions only] Prior to appointment to this classification, applicants will be required to pass an energy-related written technical assessment test] [OPTIONAL]. All Energy Analyst JOBs must include this statement.

Training & Development Assignments may be considered [OPTIONAL]. If the originating unit wishes to consider Training and Development assignments, this statement must be added to the JOB.

Miscellaneous statements here [OPTIONAL]. Statement(s) which are not appropriate to put under the other headings on the JOB may be included here. For example, "A typing test will be given as part of the interview."

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO [REQUIRED]. Use the language provided. Insert the contact person's name, mailing address, and public and calnet phone numbers.